



Victim/Witness Assistant Program Director

Department: Commonwealth Attorney-Victim Witness

EEO Code: 22

Class Code: 2633

FLSA: E

Effective: 01/02/1998

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty in coordinating the provision of services and assistance to victims/witnesses of crimes committed in Chesterfield County; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Assists the director in screening daily police incident reports to determine victims in need of service, contacts victims, and provides services in accordance with the Crime Victims' Rights Act; manages cases and serves as a liaison between the Commonwealth's Attorney and the victim; provides information to the victim regarding the criminal justice process and services available; evaluates victim's needs and provides direct services such as short term counseling and crisis intervention, as well as referral to other service agencies; assists the victim in preparing for court by discussing appropriate dress, what to expect, providing court room tours, and arranging/attending court preparation meetings between the victim and the Commonwealth's Attorney; arranges for court room assistance such as interpreters and closed circuit television; arranges for transportation and child care for victims/witnesses; provides court escorts and attends court with the victim/witness.

Explains criminal court procedures; provides information on case progress; provides assistance with and processes paperwork required to receive payments through the Criminal Injuries Compensation Fund; documents statistical information on all clients; assists victim in preparing Victim Impact Statements, when necessary; intercedes for victim/witness with employers, collection agencies, and landlords when injuries/court time result in loss of income; processes paperwork to ensure notification of parole and communicates parole information; processes payment of forensic tests for victims; assists victims in completing paperwork required to receive restitution and monitors court ordered restitution payments; assists director in preparation of administrative reports; acts as program director in director's absence; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the Virginia criminal justice system; of applicable state and federal laws; good knowledge of case management and counseling/crisis intervention techniques; of available community resources.

Ability to deal with highly emotional and stressful situations; to empathize with victims from diverse backgrounds; to establish effective relationships with county officials, and clients; to communicate effectively orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's Degree in Administration of Justice or other human services field and one year of experience in the Virginia criminal justice system or provision of direct services to public client base; or equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
